

## **Regional \_\_\_\_\_ Business Line**

### **1. Business Line Mission** (1000 ft. view)

- a. Products and services delivered (what)
- b. Major clients supported (for who)
- c. Commands supporting (CNFJ, PWC, OICC, other) (by whom)

### **2. BL Component Roles** (matching to RFMS component terminology)

- a. Business Line Manager. (overall job description)
- b. Hub Component (what it does, products and services)
- c. PWT Component (what it does, products and services)(may vary by location)
- d. Centers of Technical Expertise (who they are, what they do, for whom)

### **3. BL Concept of Operations** (describes how BL delivers service)

- a. BL Service Delivery Process (Macro View)
  - i. How service is delivered
  - ii. Who does what
- b. BL Technical Support and Innovation (how it is done)
  - i. Aligning with policy guidance from higher authority
  - ii. Adopting best business practices
  - iii. Networking with Navy subject matter experts
  - iv. Developing contract acquisition strategy
  - v. Identifying improvement opportunities
  - vi. Solving technical problem
- c. BL Funds Management (how it is done)
  - i. Financial Model (mission funded, NWCF, combination)
  - ii. Projected revenue streams (by major clients, host nation support)
  - iii. Cost components (labor, contracts, equipment, etc.)
  - iv. Budget execution management (plan vs. actual)
  - v. Funding allocation process (requirement vs. control)
- d. BL Position Management (includes MLC, USCS, Military positions)
  - i. MEO development and maintenance
  - ii. Hiring process within MEO positions
  - iii. Process to change MEO, establish new positions

- iv. Position allocation process (requirement vs. control)
- e. BL Community Management (how it is done)
  - i. Recruiting
  - ii. Training
  - iii. Mentoring
- f. Infrastructure Management (how it is done)
  - i. Facilities occupied
  - ii. Major equipment owned
- 4. BL Performance Metrics** (how it is done)
  - i. What is measured
  - ii. How it is measured
  - iii. When is it measured
  - iv. Who gets the information
- 5. BL Knowledge and Data Management** (how it is done)
  - i. What information is important
  - ii. Who obtains, maintains
  - iii. Process for reports, data calls, research
- 6. BL Support.** (how it is done) (*need to coordinate with RFMS Support Team*)
  - i. Business analysis support
  - ii. Financial management support
  - iii. Information systems support
  - iv. Administrative support
- 7. BL Key Interfaces:** (how it is done)
  - i. With Base PWOs and Base COs
  - ii. With RFMS Clients (with who, how it is done)
  - iii. With CNFJ Region Staff (with who, how it is done)
  - iv. With CINCPACFLT Staff (with who, how it is done)
  - v. With Host Nation Government Organizations
  - vi. With U.S. Forces Japan Staff
  - vii. With NAVFAC Business Line Links
  - viii. With other RFMS Business Lines
- 8. CNFJ Regional Program Action Officer Function.** (how it is done)
  - a. POM Input Process
  - b. Budget Input Process
  - c. Unfunded Requirement Process
  - d. Other Region RPAO tasking